



STATE OF IDAHO  
invites applications for the position of:

## State Distributed Learning Program Administrator

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**SALARY:** \$30.40 - \$39.52 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 03/24/21  
**CLOSING DATE:** 04/12/21 04:30 PM  
**DESCRIPTION:**

STATE OF IDAHO  
MILITARY DIVISION  
Human Resource Office (HRO)  
State Personnel Branch  
4794 General Manning Avenue, Building 442  
Boise, ID 83705-8112  
Telephone: (208) 801-4273/4272

### STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

### A-M-E-N-D-M-E-N-T

**This announcement is amended. The Area of Consideration has been updated.**

ANNOUNCEMENT NUMBER:	21-25-MN
AREA OF CONSIDERATION:	Open to current members (federally recognized Commissioned Officers O3 and below, Warrant Officers, and Enlisted <b>E5</b> and above) of the Idaho National Guard.
POSITION TITLE:	State Distributed Learning Program Administrator
PAY GRADE:	NGA-11
POSITION CONTROL NUMBER:	1112
CLASS CODE:	22798
SALARY:	\$30.40 to \$39.52 hourly (\$63,232 to \$82,207 annually)
FLSA CODE:	Professional Exempt
DUTY LOCATION:	Military Division, Idaho Army National Guard, Directorate of Information Management (G6), Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Officer, Warrant, Enlisted; Limited Service Appointment ( <i>Appointment is contingent upon funding. Selectee may convert to Regular/Permanent Appointment status without further competition if on-going funding is available and stabilized in the future.</i> )
COMPATIBLE MILITARY FIELD:	Not Applicable

**JOB TITLE: STATE DISTRIBUTED LEARNING PROGRAM ADMINISTRATOR**  
**POSITION CONTROL NUMBER: 1112**  
**CLASS CODE NUMBER: 22798**  
**SALARY GRADE: NGA-11**

**INTRODUCTION:** This position is located in the Directorate of Information Management (G6), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division.

The primary purpose of this position is to serve as the Program Administrator for the Distributed Learning (DL) Program through planning, coordinating, managing and overseeing the State's DL operations, developments and implementation. Provides program management, administration and coordination in accordance with Appendix 40 of the Master Cooperative Agreement (MCA).

Responsible for the supervision of other Distance Learning program personnel and provides assignments and overall objectives for the program. Supports mission of the IDARNG DL program in providing online capabilities in communities throughout the State to support the training and readiness of Soldiers and units, assist in the generation of operational forces, and enhance routine and emergency operations.

## **EXAMPLE OF DUTIES:**

### **DUTIES AND RESPONSIBILITIES:**

1. Manages the State ARNG DL program. Oversees the operation of all Distributed Training Technology (DTT)/Distance Learning classrooms. Responsible for the development and continual operations of the Distance Learning Program. Oversees and monitors coordination with contractors, state, and federal agencies. Conducts planning and utilization reporting of DTT/DL classrooms among Federal and state governments for reporting to higher echelons.
2. Oversees daily operations and provides continuity of administration. Advises leadership on the quality of work products as required. Develops future program administration goals based on the developmental and training needs for the DL program employees. Recommends ways to improve the delivery of DL materials to students state-wide and to facilitate the work of subject matter experts. Develops planning goals and standards for the deployment of additional classrooms, based on student results and feedback.
3. Coordinates with National Guard Bureau (NGB) on usage reports and future equipment fielding, encompassing VTCs, projectors, matrix switchers, AV routers, computers, laser and plotter printers to facilitate classroom use.
3. Provides knowledge and feedback on all activities related to the full range of System Administration such as software management, computer imaging and troubleshooting, Multi-Function Device Management, basic network management, video teleconferencing, closed circuit television, and master antenna and cable television related to Distance Learning.
4. Identifies future customer needs and presents solutions within the scope of the DL program. Works with IDARNG G6 Program Director on matters pertaining to Hardware and Software management for DL Computers and IT infrastructure for new DL Classrooms. Recommends changes to existing DL policies, explores ways for efficiency, creates and revises local policies as needed. Works to develop and apply the latest learning technologies to upgrade current facilities.
5. Ensures appropriate problem-solving methods and techniques are utilized, provides supervision and direction on work methods, practices and procedures, and identifies the parameters of solutions. Oversees status and progress of work; reviews completed work to ensure work priorities, methods, deadlines, and quality have been met. Oversees the coordination of DL initiatives and in consensus building activities. Maintains current position knowledge sufficient to answer questions and provide guidance. Directs and oversees qualitative

and/or quantitative methods to ensure and implement improvements for team effectiveness, efficiency and work products.

6. Supervises the DL department's efforts to plan, coordinate, or give advice on work efforts or resolve technical problems. Directs and oversees the State Assistant Distributed Learning Program Administrator and other program personnel as applicable. Ensures successful scheduling, operating and maintaining the DL Classroom through oversight of consultation, analysis, design, development and equipment procurement.

7. Performs established personnel management/supervision functions and practices pertaining to subordinates in accordance with the Idaho Military Division (IMD) State personnel regulations and policies. Establishes performance standards, provides ongoing performance counseling, provides annual performance appraisals, and recommends corrective and/or disciplinary action when appropriate. Monitors full-time and temporary employees in the accomplishment of work assignments. Coordinates advertising and selection/hiring of employees; employee training and development; approves employee time and attendance. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

8. Serves as a member of the state DTT/DLN Advisory Board.

9. Performs other related duties and projects as necessary or assigned.

**SUPERVISORY CONTROLS:** Works under general supervision of the Deputy G6. The supervisor provides new assignments and priorities and the incumbent then plans and prioritizes work initiating all required actions. Incumbent determines the most appropriate principles, practices and methods to apply in all phases of assignments, including the approach to be taken, the degree of intensity and the depth of research in management advisories. Incumbent develops and implements procedures to expedite work and to use resources efficiently. Incumbent investigates major problem areas and renders decisions on corrective actions required. Incumbent independently monitors and completes program work, keeping supervisor informed of potential controversies and significant problems. Work is carried out using applicable laws, statutes, regulations, policies and procedures for guidance, and is periodically reviewed for overall technical quality, policy conformance, and effectiveness in achieving objectives.

**GUIDELINES:** The subject matter is well defined and the aspects to be depicted are already decided. Formats or methods have not been specified in detail with total accuracy. Guidelines consist primarily of NGB Standard Operating Procedure for the DL Program as well as IT requirements outlined in Army regulation. Incumbent utilizes a comprehensive knowledge of the theories, principles, and techniques of education and training; and a mastery knowledge of multimedia concepts and procedures to independently manage projects and staff actions and to evaluate, review, and develop training materials, methods, and plans within assigned military specialties.

**PERSONAL WORK CONTACTS:** Due to the diversity of the target audience, the incumbent is required to coordinate with other staff sections, commanders, state and federal officials, business, education and community leaders, and other individuals or groups outside the organization. The purpose of these contacts is to oversee work efforts, resolve technical problems, and encourage consensus building.

**WORKING CONDITIONS / PHYSICAL EFFORT:** Work is performed in a typical office setting. The work area is adequately lighted, heated and ventilated. No special safety precautions are required. The work is primarily sedentary; however some walking, standing, bending, and lifting may be required. The incumbent may be required to carry light items such as computers, or small parts, or drive a motor vehicle. Lifting of equipment weighing up to 40 pounds is not unusual. The work does not require any special physical effort. Some travel, via all modes of transportation, is required for work and training.

FLSA Overtime Code: P (Professional Exempt; straight time)  
EEOC: B06 (Paraprofessional)  
WCC: TBD  
MARCH 2021

## **MINIMUM QUALIFICATIONS:**

### **QUALIFICATION REQUIREMENTS**

#### **Mandatory Requirements (conditions of employment)**

Must be member of the Idaho National Guard.

Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)

Must have the required education or months of specialized experience indicated below.

- A Bachelor's degree or higher that includes 24-semester hours, in any combination, of the following coursework: Education, Grammar and Composition, Speech, Psychology, Guidance, and Sociology; or, Social and Behavioral sciences; **OR**
- 36-months of professional work experience that includes at least two (2) of the following duties and responsibilities: managing a training program; working with distance learning concepts; scheduling training events and facilities; performing interviews and counseling techniques; organizing and preparing training instructional materials; analyzing task procedures and learning processes; developing curriculum, training evaluations, or education and training systems and products.

Must have personnel management/supervisory experience. Preferred experience includes working knowledge of, and experience with, military protocol and customs and courtesies.

Must commit to occasional travel as needed, by any mode of transportation, both in- and out-of-state, that may include overnight travel related to training or other mission needs.

#### **Knowledge, Skills and Abilities (KSAs)**

**Applicants must have 36-months of specialized experience performing related duties as specified below.**

Skill in conducting and developing education and training programs.

Knowledge in conducting audio-visual presentations, educational tests and measurements, and instructing techniques.

Skill in effectively writing; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures.

Ability to build a team, lead a team, and work with outside organizations to accomplish organizational missions.

Ability to plan, coordinate, and execute business functions through the use of information technology systems.

Technical skill in the use, configuration and troubleshooting of computer operating systems, word processing system and internet connections.

Knowledge of the application of security policies, procedures and programs in accordance with security guidelines and operating procedures.

Knowledge of multimedia and instructional technology and web-based education software.

Skill in organizing work, setting priorities, determining resource requirements, monitoring progress, preparing status reports, and evaluating outcomes of all assigned programs.

**CONDITIONS OF EMPLOYMENT:**

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the attached position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan  
Supervisory Human Resource  
Specialist  
Military Division – State Personnel  
Branch

**SUPPLEMENTAL INFORMATION:**

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov).

**Thank you for your interest in employment with the Idaho Military Division.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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Position #21-25-MN  
STATE DISTRIBUTED LEARNING PROGRAM  
ADMINISTRATOR  
GD

## State Distributed Learning Program Administrator Supplemental Questionnaire

- \* 1. Mandatory Requirement: Must be member of the Idaho National Guard (federally recognized Commissioned Officers O3 and below, Warrant Officers, and Enlisted E5 and above). Provide your military grade, job title, MOS/AFSC/AOC and unit of assignment.
- \* 2. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- \* 3. Mandatory Requirement: Must have the required education or months of specialized experience indicated below. Identify and respond for which you qualify/meet all stated requirements. (**Attach supporting documentation** to your application; unofficial transcripts are acceptable. Describe qualifying work experience(s) including type(s) and duration.)
  - A Bachelor's degree or higher that includes 24-semester hours, in any combination, of the following coursework: Education, Grammar and Composition, Speech, Psychology, Guidance, and Sociology; or, Social and Behavioral sciences; **OR**
  - 36-months of professional work experience that includes at least two (2) of the following duties and responsibilities: managing a training program; working with distance learning concepts; scheduling training events and facilities; performing interviews and counseling techniques; organizing and preparing training instructional materials; analyzing task procedures and learning processes; developing curriculum, training evaluations, or education and training systems and products.
- \* 4. Mandatory Requirement: Must have personnel management/supervisory experience. Preferred experience includes working knowledge of, and experience with, military protocol and customs and courtesies. *Please describe related experience.*
- \* 5. Mandatory Requirement: Must commit to occasional travel as needed, by any mode of transportation, both in- and out-of-state, that may include overnight travel related to training or other mission needs.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- \* 6. KSA: **Skill in conducting and developing education and training programs**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement.

*Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 7. KSA: **Knowledge in conducting audio-visual presentations, educational tests and measurements, and instructing techniques.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 8. KSA: **Skill in effectively writing; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 9. KSA: **Ability to build a team, lead a team, and work with outside organizations to accomplish organizational missions.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 10. KSA: **Ability to plan, coordinate, and execute business functions through the use of information technology systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 11. KSA: **Technical skill in the use, configuration and troubleshooting of computer operating systems, word processing system and internet connections.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 12. KSA: **Knowledge of the application of security policies, procedures and programs in accordance with security guidelines and operating procedures**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 13. KSA: **Knowledge of multimedia and instructional technology and web-based education software.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 14. KSA: **Skill in organizing work, setting priorities, determining resource requirements, monitoring progress, preparing status reports, and evaluating outcomes of all assigned programs.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- \* 15. Unqualified or incomplete applicant packets will not be forwarded.  
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes   ☐ No

- \* 16. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes   ☐ No

- \* Required Question